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From: McGuire, Thomas M (DPH)
Sent: Monday, April 04, 2011 10:34 AM
To: Beck, Ann (DPH); Bird, Ciranna (DPH); Jenner, Jennifer (DPH); Perea, Nancy (DPH); Madden, Mary (DPH); Acloque, Roslyn (DPH); Piro, Peter (DPH); Hannon, Bruce (DPH); Noddin, Linwood (DPH); Carey, Lisa (DPH); Gu, Jane X. (DPH); Noonan, Corrie (DPH); Clemmer, Jill (DPH); Morrison, Robert (DPH); Hemsworth, Meghan (DPH); Wang, Xingtai (DPH); Belanger, Peter (DPH); McGeown, Catherine (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Peeples, Michael (DPH); Hussin, Ayman (DPH); Lancto, Denise (DPH); Elvin, Paul (DPH); Condon, Cynthia (DPH); Cheng, Gloria (DPH); Doan, Kimberly (DPH); Holland, James (DPH); Chin, TakWah (DPH); Greer, Garry (DPH); Rubin, Alan (DPH); Alfonso, Felipe (DPH); Salemi, Charles (DPH); Parrin, Janis (DPH); Albrecht, Michael S (DPH); Fuller-Jones, Sydney (DPH); Hickey, Helen (DPH); Ahern, Judy (DPH); Gauthier, Cheryl (DPH); Stiles, Tracy (DPH); Rosas, Giovanni (DPH); HunterAdams, Jo (DPH); Davenport, Russell (DPH); Connolly, Lawrence; Kane01, Peter (DPH); Nawn, Kathleen (DPH); Gray, Barbara (DPH); Doan, Tuyet (DPH); Chen, Karen (DPH); Govan, Suzanne (DPH); LeClair, Erika (DPH); Cambria, Marguerite (DPH); Jones, Christine (DPH); Renczkowski, Daniel (DPH); Servizio, Paul (DPH); Nguyen, Hieu (DPH)
Subject: Change to the New Purchasing Program

On Friday we received an update to the new purchasing program. When you start to enter a requisition you will notice that the header tab and item catalog tap have been combined. The following is an outline you help guide you through the new screen.

- 1) Click "ADD"
- 2) Click on the magnifying glass in the "Suggested Vendor" box, select the vendor you wish to use.
- 3) Select the "Requisitioner"
- 4) Select a "Delivery Date", should be either the end of the fiscal year or the end of the grant, which every comes first.
- 5) Click on the magnifying glass for the "G/L Account Code" and fill in the required information
- 6) Click on the magnifying glass in the "Item Code" column, select the item you wish to order and complete the information.

All other aspects of the program have not changed.